**Program Planner II - Pay Grade 7**

**Reports To: Executive Director**

**FLSA Status: Hourly ($17.50-$30.76)**

**Full Time position (40 hours per week) with benefits**

**Definition:**

A professional planning position responsible for assisting the Executive Director in developing and managing specific state and federally funded programming. Responsibilities include researching, compiling and preparing grant applications, preparing and disseminating public information through various media outlets and effectively marketing and implementing proactive educational/awareness campaigns.

**Required Training & Experience:**

The position requires the successful completion of a Bachelor’s degree in marketing or related field. A Master’s degree in marketing or related field is preferred. The position requires possession of, or ability to obtain, a valid State of Ohio motor vehicle operator’s license.

**Required Knowledge & Skills:**

The position requires an effective communicator with proven record of positive public relations and media interaction with strong public speaking and writing skills. The ability to write and produce effective marketing materials, as well as the ability to effectuate public policy through the development and implementation of a specific annual work program is necessary. The ability to effectively use PC-based word processing, spreadsheet, database and graphic software packages are necessary skills. Ability to establish and maintain effective working relationships with the general public, co-workers, local agencies, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability, political affiliation or sexual orientation. Ability to effectively manage assigned professional, technical, and administrative projects and tasks. Knowledge of general administrative/planning principles and practices.

**Description of Duties:**

\* Responsible for grants management functions including grant application/submittal process and regular reporting.

\* Responsible for researching, seeking and writing grant proposals to help the agency implement its goals and objectives.

\* Assist in the development and implementation of Traffic Safety Programming and to assist in the development and implementation of new programs beneficial to the agency and its stakeholders.

\* Develop, compile and implement public awareness campaigns.

\* Develop, compile and implement public information and education campaigns.

\* Assist in various training programs.

\* Assists in developing content and updating the agency’s website and social media platforms. Assists in the development and coordination of the agency’s quarterly newsletter.

\* Convene/Attend meetings as required/assigned.

\* Perform necessary fieldwork as assigned.

\* Other duties as assigned by the Executive Director.

**To apply please send a resume and writing sample, by Dec 7, 2020 to the following:**

Mschumaker@lacrpc.com or Marlene Schumaker 130 W. North St. Lima, Ohio 45801

Applicant must be able to pass a background and drug test.